# **COUNTY COLLEGE OF MORRIS**

## **Business and Finance Division Policies and Procedures Manual**

**Subject:** FOOD SERVICE CATERING FOR SPECIAL FUNCTIONS

**Page:** 20.01.01

**Date:** 5/8/14

#### **GENERAL**

The Food Service Contractor provides catering services for approved special functions sponsored by the faculty, staff, students or associated organizations of CCM.

#### POLICY

The Food Service Contractor, Chartwells, by contract, has the first rights to provide food services to all of County College of Morris. These services include all food, beverage and catering.

#### **AUTHORITY**

Contracted Agreement between Chartwells and County College of Morris.

### **RESPONSIBILITY**

Director of Auxiliary Enterprises Assistant Director of Auxiliary Enterprises Director of Food Services

#### **PROCEDURE**

### A. Ordering Guidelines

- 1. When organizing a catered function, the catering guide brochure should be consulted. This brochure has been provided to each department by the Food Service Contractor, and contains menus for various functions, a service and costing guide, a current price guide, and a Food Service Reservation Form.
- 2. The choice of menu, and other information called for, should be indicated on the Food Service Reservation Form, see attached.
- 3. Orders of \$100 or more require that a Purchase Order Number (not a Purchase Requisition Number) be indicated on the Food Service Reservation Form. To acquire the Purchase Order Number, an approved Purchase Requisition should be submitted to the Purchasing Department. A Purchase Requisition is not required for catering service orders of less than \$100.
- 4. All food orders should be submitted to the Food Service Contractor three weeks in advance of the event. A photocopy of the Reservation Form should be retained by the ordering department for reference purposes.
- 5. It is recommended that the ordering department obtain confirmation by phone that the Reservation Form was received by the food Service Contractor. A further telephone call should be made two days in advance of the event, to confirm that all is in order.

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**Page:** 20.01.02

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### B. <u>Costing Guidelines</u>

- 1. An expectant count within 25% should be furnished to the Food Service Contractor two weeks prior to the scheduled event.
- 2. A final count will be required 72 hours before the event. Billing will be charged for this number of guests if they are present or not. In submitting the guest count, please consider any additional people to be fed, such as speakers, band members, or support staff involved with the affair.
- 3. If, for any reason, the catered event must be cancelled, the Food Service Contractor must be notified no later than 24 hours prior to the scheduled event. Otherwise, a billing will be rendered for the full number of guaranteed guests and/or selection requested.
- 4. Service time (applicable for weekend/holiday service only) for most served affairs is costed using a maximum time of two hours. This two-hour time span begins with a scheduled starting time and concludes when the last guest has left the dining room. If a speaker or other activity will require service time to be extended beyond two hours, there will be an extra charge. This includes a late starting time. If there is a possibility that a function might exceed this time frame, discuss the extra charge with the Food Service Contractor.
- 5. For larger groups where china may have to be rented, consult with the catering representative.
- 6. A minimum of 24 hours notice is required for coffee services.
- 7. Discuss any special arrangements or specifications when booking the event.
- 8. It should be noted that an additional charge may be required for a menu item that requires above average preparation time or extra staff. Any event that requires staff due to a lack of proper facilities may also require an additional charge. If an event should fall into this category, notification will be given in advance and any additional charges will be discussed.
- 9. The listed services are based upon service in the primary service facility during normal meal hours and do not include labor. The prices are based upon the use of disposable paper products; linen and china service may require an additional charge. Refer to the price list for the minimum event charge.



## **SPECIAL FUNCTION ORDER**

Date	order	received	hv	Chartwells
Date	Oldel	ICCCIACA	Dy	Chartwells

	TION HOI	DING FUNC	TION			Type of Functi	on:		oradi roddivoa	~ y • 11	WI CTT	0110
Name: Address CCM Contact: Dept.						Date of Function: Day of Week:						
						Room(s) Assigned:						
						Food Prepared	on		or Delivered			
						Time of:	Foor	d Setun Tim	e:			
Telephone Nu							Eve	nt Start Tim	e:			
Charge to Acct.#:							Clea	an-up Time:	-			
		Number			Number	MENU						
Persons Guaranteed		Waitresses			41							
Persons to Prepare For		Bartenders Tables										
Persons at Head Table		Chairs	_		1							
			Ollails			1						
Tableware	China	Paper	Favors	Yes	No	1						
Utensils	Silver	Plastic	Flowers	Yes	No	11						
Linen	Cloth	Paper	Table Numbers	Yes	No							
Hors' d'oeuvres	Yes	No	Place Cards	Yes	No							
Type of Meal	Wine		Candles	Yes	No							
Type of Wine			Photographer	Yes	No	]						
Type of Toas	t Wine		Music	Yes	No	1						
			Projector & Screen	Yes	No							
Cake	Yes	No	Blackboard	Yes	No	]						
Signs	Yes	No	Podium	Yes	No							
Coat Check	Yes	No	Public Address System	Yes	No							
Guest Book Yes No Type of Microphone			Yes	No	ADDITIONAL C	OMMENTS	5					
One Table	1 00	1110	Timorophono									
Price Per Pe	erson					Payment Terms	Invoice	Cash	Need Client Requisition	n?	Yes	No
Tax					Bar	Cash	Open	Actual Number of Pers	ons			
					Arrangements	Chit	Other	Invoice Number (Acct'g	g. Dept)			
Gratuity						Chartwells WILL ACCEPT CHANGES IN AM						
TOTAL PER PERSON						Chartwells WILL ACCEPT CHANGES IN AM NUMBER GUARANTEED NO LATER THAN: Date Hour PM						
No. Guaranteed X Total Per Person												
EXTRAS												
					Chartwells Represe	entativo		Da	to			
					Onartwens Neprese	anduve		Da	10			
					-							
						1						
TOTAL												
TOTAL						Authorized by: (sig	nature)		Date			